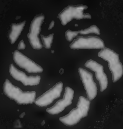


Training course calendar presented by:



United States
Office of
Personnel
Management

Workforce
Effectiveness and
Development

Training and Educational Programs in

Automatic

Data

Processing (ADP)

October 1982 - September 1983

The **ADP** Management Training Center

WDA 2428 7-82

PM 1.19/4:

FISCAL YEAR 1983

A D P U S E R E D U C A T I O N

INTRODUCTORY COURSES

Introduction to ADP (\$255)	Nov 29-Dec 2, 1982 Mar 7-10, 1983 May 31-Jun 3 Jul 5-8 Sep 12-15
ADP for Administrative, Clerical and Secretarial Personnel (\$230)	Nov 1-3, 1982 Feb 23-25, 1983 May 16-18 Aug 8-10
Management Introduction to ADP (\$340)	Oct 25-27, 1982 Dec 6-8 Jan 17-19, 1983 Feb 14-16 Mar 21-23 May 2-4 Jun 13-15 Jul 18-20 Aug 22-24 Sep 26-28
Executive Seminar in ADP and Information Technology (\$250)	Jan 10-11, 1983 Jun 20-21

SYSTEMS ANALYSIS AND DESIGN COURSES

Introduction to ADP Systems Analysis (\$450)	Oct 4-8, 1982 Dec 6-10 Feb 14-18, 1983 Apr 18-22 Jun 20-24 Sep 26-30
ADP Systems Analysis Seminar* (\$450)	Oct 18-22, 1982 Jan 24-28, 1983 Apr 11-15 Jul 25-29
ADP Systems Analysis for Managers (\$350)	Oct 18-20, 1982 Feb 28-Mar 2, 1983 Jul 11-13
Design of Computerized Management Information Systems* (\$450)	Nov 1-5, 1982 Feb 7-11, 1983 May 16-20 Aug 8-12

* Agencies are encouraged to send teams of users and computer specialists to these courses.

FISCAL YEAR 1983

A D P U S E R E D U C A T I O N (CONTINUED)

SYSTEMS ANALYSIS AND DESIGN COURSES (Continued)

Data Entry/Source Data Automation and Computer Output Devices* (\$350)	Dec 8-10, 1982 Apr 13-15, 1983 Aug 3-5
Computer Forms Design* (\$350)	Nov 15-17, 1982 Jun 8-10, 1983
Data Gathering Techniques* (\$350)	Oct 13-15, 1982 May 23-25, 1983
Statistical Approaches to Data Analysis (\$475)	Dec 13-17, 1982 May 21-25, 1983 Aug 22-26
Computer Resources Management* (\$350)	Feb 23-25, 1983 Jul 11-13

SPECIAL INTEREST AREAS

Design of Automated Data Bases (\$350)	Oct 13-15, 1982 Mar 16-18, 1983 Jun 6-8 Aug 29-31
Computer Programming for Users/Managers (\$475)	Dec 13-17, 1982 Mar 14-18, 1983 Jun 27-Jul 1
Fundamentals of FORTRAN IV (\$475)	Oct 18-22, 1982 Jan 10-14, 1983 Apr 4-8 May 16-20 Jul 18-22 Sep 19-23
Programming in BASIC (\$400)	Oct 12-15, 1982 Feb 7-10, 1983 May 31-Jun 3 Aug 29-Sep 1
Micrographics in Automated Information Systems (\$350)	Dec 13-15, 1982 Mar 7-9, 1983 Jun 8-10 Sep 28-30

* Agencies are encouraged to send teams of users and computer specialists to these courses.

FISCAL YEAR 1983

A D P U S E R E D U C A T I O N (CONTINUED)

SPECIAL INTEREST AREAS (Continued)

Computer Technology Update (\$350)	Jan 5-7, 1983 May 23-25 Sep 21-23
Seminar on Minicomputers (\$350)	Dec 1-3, 1982 Mar 23-25, 1983 Jun 27-29 Sep 7-9
Seminar on Microcomputers (\$230)	Oct 28-29, 1982 Jan 13-14, 1983 Apr 14-15 Jul 21-22
Distributed Data Processing* (\$350)	Oct 26-28, 1982 Apr 5-7, 1983 Sep 20-22
Decision Logic Table Workshop (\$350)	Jan 19-21, 1983 Aug 1-3
Seminar in Computer Systems Evaluation and Procurement* (\$350)	Feb 16-18, 1983 Aug 3-5
Computer Security and Risk Management (\$350)	Jan 24-26, 1983 Jul 18-20

APPLICATION COURSES

Computer Auditing and Control* (\$450)	Nov 29-Dec 3, 1982 Jan 31-Feb 4, 1983 May 2-6 Aug 1-5
Audit and Control of On-Line Systems* (\$450)	Jan 3-7, 1983 Apr 4-8 Sep 12-16
Automated Accounting Systems* (\$350)	Nov 8-10, 1982 Feb 16-18, 1983 May 25-27 Aug 29-31
Automated Budgeting Systems* (\$350)	Jan 19-21, 1983 Apr 27-29 Sep 21-23

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FISCAL YEAR 1983

ADP USER EDUCATION (CONTINUED)

APPLICATION COURSES (Continued)

Implementing an Automated Personnel System (\$350)	Mar 9-11, 1983 Aug 17-19
Integrating Office Operations with Information Technology* (\$350)	Nov 29-Dec 1, 1982 Mar 28-30, 1983 Aug 24-26
Analysis and Design of Word Processing Systems (\$350)	Nov 8-10, 1982 May 9-11, 1983
Seminar in Library Automation (\$350)	Nov 15-17, 1982 Mar 2-4, 1983 Jul 25-27
Indexing and Abstracting for ADP Information Systems (\$350)	Apr 18-20, 1983 Sep 19-21
Automated Bibliographic Data Bases (\$350)	Apr 11-13, 1983 Aug 29-31
Storage and Retrieval Techniques (\$350)	May 11-13, 1983 Sep 7-9
Current Technology in Automated Libraries (\$350)	Apr 20-22, 1983 Aug 15-17

ADP COURSES FOR THE DEAF AND HEARING IMPAIRED

Introduction to ADP (\$400)	Nov 15-19, 1982 May 23-27, 1983
Systems Analysis and Design (\$450)	Jun 13-17, 1983

* Agencies are encouraged to send teams of users and computer specialists to these courses.

FISCAL YEAR 1983

COMPUTER SPECIALIST TRAINING

COURSES OF GENERAL INTEREST

Seminar in Advanced Computer Systems Technology (\$380)	Dec 14-17, 1982 Mar 22-25, 1983 Jun 14-17 Sep 12-15
Seminar in Computer Systems Evaluation and Procurement* (\$350)	Feb 16-18, 1983 Aug 3-5
Decision Logic Table Workshop (\$350)	Jan 19-21, 1983 Aug 1-3
Security and Privacy of Computer Systems (\$350)	Dec 6-8, 1982 May 25-27, 1983
Seminar on Minicomputers (\$350)	Dec 1-3, 1982 Mar 23-25, 1983 Jun 27-29 Sep 7-9
Seminar on Microcomputers (\$230)	Oct 28-29, 1982 Jan 13-14, 1983 Apr 14-15 Jul 21-22
Tape/Disk Librarian Functions (\$350)	Feb 23-25, 1983 Aug 23-25
Micrographics in Automated Information Systems (\$350)	Dec 13-15, 1982 Mar 7-9, 1983 Jun 8-10 Sep 28-30
Computer Auditing and Control* (\$450)	Nov 29-Dec 3, 1982 Jan 31-Feb 4, 1983 May 2-6 Aug 1-5
Audit and Control of On-Line Systems* (\$450)	Jan 3-7, 1983 Apr 4-8 Sep 12-16
Automated Accounting Systems* (\$350)	Nov 8-10, 1982 Feb 16-18, 1983 May 25-27 Aug 29-31

* Agencies are encouraged to send teams of users and computer specialists to these courses.

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FISCAL YEAR 1983

COMPUTER SPECIALIST TRAINING (CONTINUED)

COURSES OF GENERAL INTEREST (Continued)

Automated Budgeting Systems* (\$350)	Jan 19-21, 1983 Apr 27-29 Sep 21-23
Integrating Office Operations with Information Technology* (\$350)	Nov 29-Dec 1, 1982 Mar 28-30, 1983 Aug 24-26

SYSTEMS ANALYSIS AND DESIGN COURSES

Data Entry/Source Data Automation and Computer Output Devices* (\$350)	Dec 8-10, 1982 Apr 13-15, 1983 Aug 3-5
Systems Analysis for Computer Programmers (\$450)	Oct 18-22, 1982 Nov 29-Dec 3 Jan 3-7, 1983 Feb 14-18 Apr 25-29 Jun 13-17 Jul 11-15 Aug 8-12 Sep 12-16
Systems Workshop for Computer Specialists (\$600)	Jan 24-Feb 4, 1983 May 9-20 Sep 26-Oct 7
ADP Systems Analysis Seminar* (\$450)	Oct 18-22, 1982 Jan 24-28, 1983 Apr 11-15 Jul 25-29
Design of Computerized Management Information Systems* (\$450)	Nov 1-5, 1982 Feb 7-11, 1983 May 16-20 Aug 8-12
Workshop/Seminar Series in ADP Systems Analysis Techniques	
I. Data Gathering Techniques* (\$350)	Oct 13-15, 1982 May 23-25, 1983
II. Computer Forms Design* (\$350)	Nov 15-17, 1982 Jun 8-10, 1983

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FISCAL YEAR 1983

COMPUTER SPECIALIST TRAINING (CONTINUED)

SYSTEMS ANALYSIS AND DESIGN COURSES (Continued)

Workshop/Seminar Series in ADP Systems Analysis Techniques (Continued)

- | | |
|---|--|
| III. Documentation and Flowcharting
Techniques (\$350) | Nov 3-5, 1982
Jun 1-3, 1983 |
| IV. Structured Design (\$350) | Nov 30-Dec 2, 1982
Apr 19-21, 1983
Sep 7-9 |
| V. Statistical Approaches to Data
Analysis (\$475) | Dec 13-17, 1982
Mar 21-25, 1983
Aug 22-26 |
| VI. Data Processing Project Management (\$350) | Jan 11-13, 1983
Jul 26-28 |
| VII. Computer Resources Management* (\$350) | Feb 23-25, 1983
Jul 11-13 |
| VIII. Distributed Data Processing* (\$350) | Oct 26-28, 1982
Apr 5-7, 1983
Sep 20-22 |

Data Base/Data Communications Series

- | | |
|---|---|
| I. Introduction to Computer File Structures
and Data Base Design (\$350) | Oct 6-8, 1982
Nov 2-4
Dec 14-16
Jan 11-13, 1983
Feb 8-10
Apr 11-13
Jun 14-16
Aug 17-19 |
| II. Fundamentals of Data Communications (\$350) | Oct 19-21, 1982
Feb 15-17, 1983
May 3-5
Aug 16-18 |
| III. Data Base Management Systems (\$380) | Nov 16-19, 1982
Mar 8-11, 1983
Sep 6-9 |

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FISCAL YEAR 1983

COMPUTER SPECIALIST TRAINING (CONTINUED)

SYSTEMS ANALYSIS AND DESIGN COURSES (Continued)

Data Base/Data Communications Series (Continued)

IV. Systems Design Considerations in an On-Line Environment (\$350)	Nov 22-24, 1982
	Mar 15-17, 1983
	Jun 29-Jul 1
	Aug 23-25
V. Data Base/Data Communications Systems Design (An Advanced Course) (\$350)	Mar 29-31, 1983
	Sep 27-29

PROGRAMMING COURSES

Fundamentals of ANS COBOL (\$600)	Nov 29-Dec 10, 1982
	Jan 17-28, 1983
	Mar 21-Apr 1
	May 2-13
	Jul 18-29
	Sep 26-Oct 7
COBOL Programming Techniques (\$450)	Nov 1-5, 1982
	Feb 28-Mar 4, 1983
	Jun 27-Jul 1
Fundamentals of FORTRAN IV (\$475)	Oct 18-22, 1982
	Jan 10-14, 1983
	Apr 4-8
	May 16-20
	Jul 18-22
	Sep 19-23
FORTRAN Programming Techniques (\$400)	Nov 30-Dec 3, 1982
	Jul 5-8, 1983
Fundamentals of ADP for Computer Specialist Trainees (\$1200)	Oct 20-Nov 19, 1982
	Jun 2-Jul 1, 1983
Programming in BASIC (\$400)	Oct 12-15, 1982
	Feb 7-10, 1983
	May 31-Jun 3
	Aug 29-Sep 1
Fundamentals of PL/I (\$600)	Apr 18-29, 1983
	Aug 8-19

FISCAL YEAR 1983

U P W A R D M O B I L I T Y T R A I N I N G

COMPUTER OPERATOR TRAINING

Introduction to Computer Operation (\$350)

Oct 19-22, 1982
Dec 14-17
Feb 8-11, 1983
Apr 5-8
Jun 7-10
Aug 2-5

Operating Computer Peripheral Equipment (\$350)

Jan 4-7, 1983
May 3-6
Sep 20-23

Operating Computer Systems (\$300)

Jan 18-20, 1983
May 17-19
Sep 27-29

Introduction to Job Control Language (\$400)

Dec 6-10, 1982
Jan 31-Feb 4, 1983
Apr 11-15
Jun 20-24
Aug 8-12
Sep 12-16

PROGRAMMING TRAINING

Fundamentals of Programming Logic
Development (\$350)

Oct 5-8, 1982
Nov 30-Dec 3
Jan 11-14, 1983
Mar 1-4
Apr 19-22
May 23-26
Jul 19-22
Sep 6-9

Introduction to COBOL Programming (\$350)

Oct 25-29, 1982
Jan 17-21, 1983
Mar 14-18
Apr 25-29
Jun 13-17
Aug 29-Sep 2

Workshop in COBOL Programming (\$350)

Nov 1-5, 1982
Jan 31-Feb 4, 1983
Mar 21-25
May 16-20
Jul 11-15
Sep 26-30

FISCAL YEAR 1983

UPWARD MOBILITY TRAINING (CONTINUED)

PROGRAMMING TRAINING (Continued)

SPECIAL LATE AFTERNOON SESSIONS 2 Hours Per Day (4:00 p.m. to 6:00 p.m.) Every Tuesday and Thursday for 16 Sessions		
Introduction to COBOL Programming (\$300)	Begin	Oct 19, 1982
	End	Dec 16, 1982
	Begin	Apr 5, 1983
	End	May 26, 1983
Workshop in COBOL Programming (\$300)	Begin	Jan 11, 1983
	End	Mar 3, 1983
	Begin	Jul 19, 1983
	End	Sep 1, 1983

KEYPUNCH TRAINING

Basic Card Punch Operator Training (\$400) Dec 13-17, 1982
 Mar 7-11, 1983
 Jun 6-10
 Sep 12-16

ADP COURSES FOR THE DEAF AND HEARING IMPAIRED	
Introduction to ADP (\$400)	Nov 15-19, 1982
	May 23-27, 1983
Systems Analysis and Design (\$450)	Jun 13-17, 1983
Programming in FORTRAN (\$475)	Sep 19-23, 1983

Mail Nominations to:

OFFICE OF PERSONNEL MANAGEMENT
 ADP MANAGEMENT TRAINING CENTER
 P O BOX 7230
 WASHINGTON D C 20044

Questions??? Call (202) 632-5650 or TTY 632-0809

Nominations should be received by The ADP Management Training Center 30 days prior to the starting date of course. Nominations may be accepted after this date on a "space available" basis by calling (202) 632-5650.

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